

CONFIDENTIAL

Report for Week Ending 24 December 1958  
from  
Forms Management Branch

1. Contributions

a. Tangible

1. Completed 16 actions requiring the printing of 110,700 copies or sets of blank forms.
2. One new and two revised forms were approved.
3. Three forms were obsoleted.

b. Intangible

1. Arranged meeting with Mr. J. D. Owens, Vice President, D. N. Owens and Company, Incorporated, representative of UARCO, Inc., to discuss problems in overprinting 300,000 sets of Form 610a, Routing and Record Sheet used in DD/P's machine project. Mr. 25X1 [ ] office attended.

Relative costs of overprinting; scrapping and replacement of stocks, and purchase of a special Burster-Imprinter were discussed. Decision as to which course of action to take now rests with 25X1 [ ]

2. Suggested SD/OL improve the recently issued Supply Catalog of printed forms (field) by:
  - a. Dropping the non-applicable 'Expendability' column.
  - b. Adding a specific column to show which forms can be locally reproduced.
  - c. Adding a column identifying preclassified blank forms. [ ] 25X1

3. Requested that the Chief, General Purchase Branch PD/OL add to his contract "boiler-plate" specifications, requirements that (a) no markings, advertising data, etc. be printed on CIA blank forms by contractors. (b) A date of manufacture only be printed on the stub or other conspicuous areas of these forms. 25X1 [ ] These actions will enhance security and pin-point manufacturing responsibilities when forms are reprinted by several companies. [ ]

4. Checking of the Forms Numerical Index for additions, deletions and corrections has been completed. This corrected data (as of November 30th) will be run off by the Machine Records Division. 25X1 [ ]

2. Assignments - Active

- a. Twelve new and 17 revisions.

- b. Eight employee suggestions.

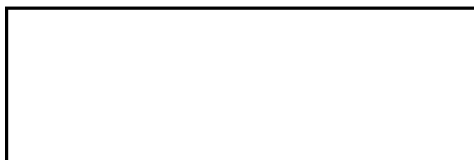
CONFIDENTIAL

CONFIDENTIAL

- c. Printing Services Survey - Final report being written. [ ] 25X1
- d. Travel Order Form Revision - DD/P comments have been sent to Mr. [ ] 25X1  
[ ] Comptroller as most changes recommended by DD/P ~~printing~~  
concern the Comptroller's Office. [ ] 25X1
- e. Improvement in the TD Information Report Forms and Systems. [ ] 25X1
- f. Pouch Project. [ ] 25X1
- g. Management of Stocked Forms. [ ] 25X1

3. News

- a. [ ] has furnished us with two copies of the current 25X1  
listing of BSO's, their locations and days that they are open.  
He plans to send us additional copies.
- b. [ ] are on leave during 25X1  
the holidays.
- c. The Staff of the Forms Management Branch wishes everyone a very  
happy holiday season.



25X1

CONFIDENTIAL

~~CONFIDENTIAL~~

Weekly Report for Week Ending 24 December 1958  
from  
Records Disposition Branch

1. Contributions

a. Completed and forwarded file equipment and office layout plans for General Counsel.

25X1 b. Completed and forwarded specifications for shelf filing in OO/CD/  25X1

2. Assignments

25X1 a. Shelf Filing   
Office of Personnel  
No change from previous report.

OCR/IR Installation  
No change from previous report.

OS/Building 13  
No change from previous report.

25X1 b. Record Systems   
Office of Personnel  
Installation of subject-numeric file system continues.

25X1 OO/FDD Translation Index   
No change from previous report.

OP/Contract Personnel Division - card index  25X1  
No change from previous report.

Special Planning Assistant/DDS  25X1  
No change from previous report.

3. Vital Materials

a. Microfilming of Vital Materials in OCR/IR continues. This project is approximately 30% complete. Due to the illness of the supervisor of microphotographers and the resignation of one of the two other microphotographers there has been no progress on the filming in the Office of Security and OCR/Graphic Register this past week.

b. OCR/Library Personnel have completed a review of documents contained on Library Batch Microfilm reels and have authorized the destruction of 3,884 reels. It is anticipated, with the completion of this review that over 450,000 additional tab cards, used as an index to these

~~CONFIDENTIAL~~

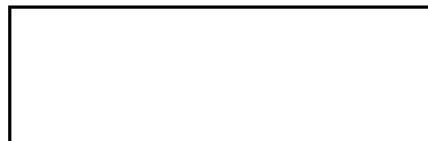
CONFIDENTIAL

reels, can be destroyed.

- c. The following figures have been compiled to reflect the accomplishments made this year in the survey of finished alligence on deposit in the central OCR collection at the repository. When this survey started there were approximately 240 individual series of finished materials requiring over thirty-six (36) five drawer cabinets. Twenty-seven (27) of these series were declared non-vital and will be withdrawn. For 104 of the remaining 213 series, retention periods ranging from three (3) months to three (3) years were established. This means that we now have retention periods for 49% of all finished intelligence in this collection. As this survey was completed only recently we have been able to implement the recommended destructions in only a few series.
- d. [ ] OO/FBID accompanied last weeks trip to the repository to discuss the revision of their Vital Materials Deposit Schedule. [ ] also accompanied the trip to index and shelve reference books that the library has sent during the past six (6) weeks.

4. News

Merry Christmas!



25X1

CONFIDENTIAL

**CONFIDENTIAL**

**Report for Week Ending 24 December 1958**  
**from**  
**Forms Management Branch**

**1. Contributions**

**a. Tangible**

1. Completed 16 actions requiring the printing of 110,700 copies or sets of blank forms.
2. One new and two revised forms were approved.
3. Three forms were obsolete.

**b. Intangible**

1. Arranged meeting with Mr. J. D. Owens, Vice President, D. N. Owens and Company, Incorporated, representative of DARCO, Inc., to discuss problems in overprinting 300,000 sets of Form 610a, Routing and Record Sheet used in DD/P's machine project. Mr. [redacted] office attended.

25X1

Relative costs of overprinting; scrapping and replacement of stocks, and purchase of a special Burster-Imprinted were discussed. Decision as to which course of action to take now rests with [redacted]

25X1

2. Suggested SD/OL improve the recently issued Supply Catalog of printed forms (field) by:
  - a. Dropping the non-applicable Expendability column.
  - b. Adding a specific column to show which forms can be locally reproduced.
  - c. Adding a column identifying preclassified blank forms. [redacted]
3. Requested that the Chief, General Purchase Branch PD/OL add to his contract "boiler-plate" specifications, requirements that (a) no markings, advertising data, etc. be printed on CIA blank forms by contractors. (b) A date of manufacture only be printed on the stub or other conspicuous areas of these forms. These actions will enhance security and pin-point manufacturing responsibilities when forms are reprinted by several companies. [redacted]
4. Checking of the Forms Numerical Index for additions, deletions and corrections has been completed. This corrected data (as of November 30th) will be run off by the Machine Records Division. [redacted]

25X1

25X1

25X1

**2. Assignments - Active**

- a. Twelve new and 17 revisions.
- b. Eight employee suggestions.

**CONFIDENTIAL**

**CONFIDENTIAL**

c. Printing Services Survey - Final report being written. [redacted]

25X1

d. Travel Order Form Revision - DD/P comments have been sent to Mr. [redacted] AS/Comptroller as most changes recommended by DD/P ~~relating~~ concern the Comptrollers Office. [redacted]

25X1

25X1

e. Improvement in the TD Information Report Forms and Systems. [redacted]

25X1

f. Pouch Project. [redacted]

25X1

g. Management of Stocked Forms. [redacted]

25X1

3. News

a. [redacted] has furnished us with two copies of the current listing of BSO's their locations and days that they are open. He plans to send us additional copies.

25X1

b. [redacted] are on leave during the holidays.

25X1

c. The Staff of the Forms Management Branch wishes everyone a very happy holiday season.



25X1

CONFIDENTIAL

**CONFIDENTIAL**

**CONFIDENTIAL**

Weekly Report for Week Ending 24 December 1958  
from  
Records Disposition Branch

1. Contributions

a. Completed and forwarded file equipment and office layout plans for General Counsel.

25X1

b. Completed and forwarded specifications for shelf filing in OO/CD [ ]

25X1

2. Assignments

a. Shelf Filing [ ]

25X1

Office of Personnel

No change from previous report.

OCR/IR Installation

No change from previous report.

OS/Building 13

No change from previous report.

25X1

b. Record Systems [ ]

Office of Personnel

Installation of subject-numeric file system continues.

25X1

OO/FDD Translation Index [ ]

No change from previous report.

OP/Contract Personnel Division - card index [ ]

25X1

No change from previous report.

Special Planning Assistant/DDE [ ]

25X1

No change from previous report.

3. Vital Materials

a. Microfilming of Vital Materials in OCR/IR continues. This project is approximately 30% complete. Due to the illness of the supervisor of microphotographers and the resignation of one of the two other microphotographers there has been no progress on the filming in the Office of Security and OCR/Graphic Register this past week.

b. OCR/Library Personnel have completed a review of documents contained on Library Batch Microfilm reels and have authorized the destruction of 3,884 reels. It is anticipated, with the completion of this review that over 450,000 additional tab cards, used as an index to these

**CONFIDENTIAL**

**CONFIDENTIAL**

reels, can be destroyed.

- c. The following figures have been compiled to reflect the accomplishments made this year in the survey of finished alligence on deposit in the central OCR collection at the repository. When this survey started there were approximately 240 individual series of finished materials requiring over thirty-six (36) five drawer cabinets. Twenty-seven (27) of these series were declared non-vital and will be withdrawn. For 104 of the remaining 213 series, retention periods ranging from three (3) months to three (3) years were established. This means that we now have retention periods for 49% of all finished intelligence in this collection. As this survey was completed only recently we have been able to implement the recommended destructions in only a few series.

25X1

- d. [ ] OO/FBID accompanied last weeks trip to the repository to discuss the revision of their Vital Materials Deposit Schedule.

25X1

[ ] also accompanied the trip to index and shelve reference books that the library has sent during the past six (6) weeks.

4. News

Merry Christmas!

25X1



512870200

**CONFIDENTIAL**